Request for Proposals

Company Name:
Academy of Certified Archivists

Company website:
https://www.certifiedarchivists.org/

Contact person:
Tomaro Taylor

Telephone:
813-974-5750

Email:
president@certifiedarchivists.onmicrosoft.com

Deadline to Respond:
Monday, May 17, 2021
5:00 PM EST
I. Introduction

A. History of Academy of Certified Archivists (ACA)

The Academy of Certified Archivists, founded in 1989 at the annual meeting of the Society of American Archivists, is an independent, nonprofit certifying organization of professional archivists. Individual members qualify for certification by meeting a series of defined professional standards. They have either passed the examination for Certified Archivist, first offered in September 1989, or have qualified by petition for Certified Archivist. The petition program was closed in September 1989.

Today, archivists can become certified only by meeting educational and experience requirements and passing the Archival Certification Examination ("Certification Exam"). Prior to the establishment of the Academy of Certified Archivists, the Interim Board for Certification (IBC) was created by the Society of American Archivists to develop a certification program for the archival profession. With support from the society, the IBC conducted the initial phases of certification by petition and examination. The Academy participates in the definition and advancement of professional archival education, concepts, and issues. It identifies and promotes understanding of archival goals, ethics, and standards. Professional certification provides the only available standard by which employers are able to judge the qualifications of both prospective and continuing staff and personnel.

Individual members of the Academy demonstrate continuing professional commitment that goes beyond education and experience. Working throughout the United States and around the world, Certified Archivists possess expertise in and knowledge of all aspects of archival management. By demonstrating mastery of a defined body of knowledge and skills for successful archival practice, Academy members share a high level of professional attainment that has been verified by certification.

Beginning with the 2020 examination cycle, the Academy of Certified Archivists’ Certification Exam is administered online. The Academy currently works with Prolydian to develop and administer the online exam and conduct preliminary scoring.

B. Purpose and Objective

The Academy of Certified Archivists is issuing a Request for Proposals to both obtain pricing from and identify a psychometrician to subcontract Examination Services. The ACA seeks to execute a contract with the most responsible and responsive vendor ("Bidder") whose bid proposal, conforming to this RFP, is most advantageous to ACA, price and all other factors considered.

II. Scope of Services

A. Examination Services

The following comprises the minimum services expected by the successful Bidder.

1) Conducting modified-Angoff studies and establishing the pass/fail score for exams.
2) Performing statistical analyses, including but not limited to: reviewing and manipulating data provided by the testing service, and conducting comprehensive item analysis.

3) Producing an annual report and exam summary that includes final item analysis, reliability data, frequency distributions, and other data as warranted or requested, such as the identification of “problem” questions in an efficient and timely manner not to exceed fifteen (15) days after the last day of the exam.

4) Providing psychometric and editorial review, revision, and validation of items generated by the ACA and its members.

5) Providing psychometric input at the annual meeting of the ACA Exam Development Committee.

6) Providing specific item bank reports as requested by the ACA President, ACA Vice President/President Elect, or ACA Regent for Examination Development.

7) Other duties as requested, such as: conducting research to address effective item bank design and content balance and advising the Academy on maintaining or changing the item bank structure to accommodate new, merged, or eliminated domains of archival practice.

B. Contract Period
The Contract between the Academy of Certified Archivists and the successful Bidder shall be valid for one (1) year, beginning September 1, 2021 and ending August 31, 2022. The Academy reserves the right to extend this contract on a month-to-month basis up to and including an additional year after the term of the full contract has been completed.

C. Contract Termination
The Academy of Certified Archivists and the successful Bidder reserve the right to terminate the Contract without cause within thirty (30) days of accepting and signing the Contract. Notice of termination must be provided in writing and submitted via email to the ACA President (president@certifiedarchivists.onmicrosoft.com) and the vendor.

III. Proposal Format

A. Introduction
This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Bidder must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal will be rejected if it is incomplete or conditional.

Proposals must be clear, concise, and reasonable. The Academy of Certified Archivists discourages overly lengthy proposals and costly proposals. ACA is interested in the quality and responsiveness of the proposal and the subsequent execution of duties.

B. Cover letter
Each proposal will have a cover letter. The cover letter must briefly summarize the Bidder’s ability to provide the services specified in this RFP. The cover letter shall be signed by a representative who has the legal capacity to enter into a formal contract.
with the ACA.

C. **Description of Services and Qualifications**  
Each proposal must contain a detailed description of how the Bidder will provide the examination services listed in this RFP. This part of the proposal may also include descriptions of any enhancements, additional services, or qualifications the Bidder will provide that are not mentioned in this RFP.

D. **Pricing Information**  
The pricing policy that you choose to submit must address the following concerns:  
- The structure must be clear, accountable, and auditable.  
- The policy must cover the full spectrum of services required and offered.  
- Costs and requested compensation must be consistent and in line with industry standards.

E. **Acknowledgement of Understanding of Terms**  
By submitting a bid, each Bidder shall be deemed to acknowledge that they have carefully read all sections of this RFP and have fully informed themselves as to all existing conditions and limitations.

F. **Incurred Expenses**  
The Academy of Certified Archivists will not be responsible for any expenses incurred by the Bidder in preparing and submitting a proposal.

G. **Economy of Preparation**  
Proposals should be prepared simply and economically, providing a straightforward and concise description of the Bidder’s offer to meet the requirements of the RFP.

H. **References**  
Minimum of two professional references. Bidders may provide letters of reference from present or former clients, but letters are not required to submit a proposal. Bidders are also encouraged to supply a list of present or former clients and an overview of services provided for business references.

I. **Confidentiality**  
Documents submitted as part of the Bidder’s proposal will be treated as confidential during the evaluation process. As such, proposals will not be available for review by anyone other than the Academy of Certified Archivists’ Proposal Evaluation Committee. There shall be no disclosure of any Bidder’s information to a competing Bidder or vendor prior to award of the contract unless such disclosure is required by law or by order of a court of competent jurisdiction.

II. **Proposal Submission**

A. **Process**  
Proposals are due Monday, May 17, 2021 at 5:00 PM EST.
Proposals must be submitted via email to the following contact person: Tomaro Taylor (president@certifiedarchivists.onmicrosoft.com).

B. Inquiries and Questions
We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Request for Proposals. Please submit question to the following contact person: Tomaro Taylor (president@certifiedarchivists.onmicrosoft.com).

All questions regarding the interpretation of this solicitation must be received in writing via email by Monday, May 10, 2021 at 5:00 PM (EST). All questions will be answered in writing via email by Wednesday, May 12, 2021 at 5:00 PM (EST). Questions must make specific reference to the section(s) and page number(s) from this RFP where applicable. Oral explanations or instructions will not be provided by the contact person identified on this RFP nor by any other member or representative of the Academy. Oral communications, discussions, explanations, or instructions are non-binding.

IV. Proposal Evaluation Procedures

A. Proposal Evaluation Committee
The Proposal Evaluation Committee (“Committee”) is comprised of representatives of the Academy of Certified Archivists’ Board of Directors.

B. Requirements of the Bidder
The purpose of this section is to assist the Proposal Evaluation Committee in determining the ability of the Bidder to provide the services described in the application. The proposal response should contain at a minimum the following information:

- Pricing basis and structure.
- Professional experience of Bidder and previous relevant services, including the approach Bidder would use to successfully accomplish required services.
- Demonstrated experience working with specialized statistical packages
- Brief explanation of how Bidder maintains professional relevancy in the testing and psychometric fields, including but not limited to continuing education courses and conferences
- Accreditation or license status
- Minimum of two professional references

Bids from board certified psychometricians may be preferenced over bids from non-certified test professionals.

Bids from vendors that have previously worked with Prolydian or other professional testing companies may be preferenced over bids from vendors who have not.
C. **Criteria and Scoring**
   The Bidder should take special care to address all items required of the Bidder. The Proposal Evaluation Committee will rank all complete proposals using the following scoring table. Incomplete proposals will neither be considered nor ranked by the Proposal Evaluation Committee.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
<td>30</td>
</tr>
<tr>
<td>Professional experience</td>
<td>30</td>
</tr>
<tr>
<td>Professional credentials/qualifications</td>
<td>20</td>
</tr>
<tr>
<td>References</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

D. **Changes**
   Once a contract has been formally signed, both parties may, from time to time, require changes in the services to be provided by the successful Bidder to the Academy under the Examination Services section. Such changes, including any increase or decrease in responsibility or the amount of the successful Bidder’s compensation, which are mutually agreed upon by and between the Academy and the vendor, shall be incorporated in written amendments.